FRESNO, CALIFORNIA
CLASS SPECIFICATION

CRIME ANALYST

FLSA STATUS:
Exempt

CLASS SUMMARY:

The Crime Analyst is a stand-alone classification in the Safety Non-Sworn series. Incumbents are responsible for performing spatial, geographic, tactical, and procedural analysis of clusters, trends, and patterns of crime on a local, regional, and statewide basis.

The Crime Analyst is distinguished from other classifications by responsibility for independently performing activities focused on data analyses and presentation of findings with the ultimate outcome of increasing the effectiveness of patrol deployment, criminal investigations, special operations, and tactical unit activities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	**FRE-QUENCY**
1. Researches, analyzes, and compiles criminal activity data from a variety of sources, including research design and statistical analysis to identify and evaluate crime series, trends and patterns, and victim and suspect profiling.	Daily 20%
2. Prepares and distributes crime information bulletins, reports, criminal profiles, crime series/pattern bulletins, wanted person/known offender bulletins, crime summaries, and trend analysis to departmental sections and external agencies.	Daily 10%
3. Develops and maintains liaisons with other criminal justice personnel within and outside the department.	Daily 10%
4. Collects data, subjecting it to statistical tests, developing and testing hypotheses and writing conclusions of findings in a manner, which adheres to commonly accepted criminal justice research standards.	Daily 5%
5. Utilizes frequency distribution and other quantitative research techniques to aid in the intervention and solution of criminal activity.	Daily 5%
6. Organizes and maintains manual information sources, files and automated systems for storage and retrieval of data.	Daily 5%
7. Develops and utilizes cross-referencing systems.	Daily 5%
8. Conceptualizes and converts raw data to valid criminal intelligence information.	Daily 5%

CRIME ANALYST

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
9. Detects and delineates the distinction between crime patterns.	Daily 5%
10. Develops a variety of reports on trends, series, and patterns of criminal activity.	Weekly 10%
11. Develops statistical information, forecasts crime patterns, develops target profile analysis of criminals and provides investigative leads.	Weekly 10%
12. Creates data tracking matrices, association matrices telephone toll analyses, hierarchical analyses, visual investigation analyses, link analyses, and financial analyses.	Weekly 5%
13. Provides accurate and timely statistical information to department personnel, public and private agencies, and the general public.	Daily 5%
14. Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):
- Sixty units of accredited college level coursework which included course work in statistics or closely related subjects, and two years experience with a law enforcement agency performing field work relating to preparing reports on criminal activity, investigation of crimes or collection of evidence at crime scenes is required;

OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- Basic Class C License
- Certificate in Crime and Intelligence Analysis
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation.

FRESNO, CALIFORNIA
CLASS SPECIFICATION

CRIME ANALYST

Knowledge (position requirements at entry):
Knowledge of:
- Basic organization and functions of the criminal justice system and criminal law, related to crime analysis and dissemination of confidential information
- Modern research techniques, including research design and statistical analysis
- Quantitative analysis methodologies
- General writing principles and report writing techniques
- Recordkeeping principles and practices
- Modern police methods and procedures related to crime preventions and analysis
- Data collection and analysis techniques
- Applicable computer software packages

Skills (position requirements at entry):
Skill in:
- Using computers and applicable software applications
- Preparing and interpreting tables, charts, and graphs
- Analyzing data and applying statistical methods to determine crime trends or patterns
- Gathering, analyzing, and evaluating evidence
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Coordinating and implementing preventative maintenance to applicable vehicles and equipment
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Prioritize workload to ensure work is completed within specific timelines
- Speaking in Public
- Exercising appropriate judgment in providing information
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:
Positions in this class typically require feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

FRESNO, CALIFORNIA
CLASS SPECIFICATION

CRIME ANALYST

Note:
The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates (LM)
Date: 11/2007
Reviewed by the City of Fresno
Date: 5/2008